

WASHINGTON STATE GAMBLING COMMISSION

EXEMPT JOB DESCRIPTION

GAMBLING SPECIAL AGENT 1

B7700

Salary Range 44

Job Scope

This position is designated as an entry-level position with an in-training period of up to 18 months. Completion of the Basic Law Enforcement Academy and in-house firearms/defensive tactics are required within this time frame. Agents generally work with a lead worker or supervisor while performing the duties of a Gambling Special Agent 1, although they will perform some duties independently.

Duties include beginning level regulatory assignments involving onsite monitoring, operational inspections, equipment inspections, records and financial inspections/investigations, high level audits, intelligence gathering, and covert investigative duties in the assigned region or unit.

NOTE: Pursuant to RCW 9.46.080, this position shall be exempt from the provisions of Chapter 41.06.RCW.

Job Duties and Expectations

Become familiar with WAC 230-30 and/or Tribal-State Compacts, pertaining to rules and regulations of gambling activities overseen by your assigned division. Gain an understanding of agency policies and procedures. Assimilate available materials to gain the knowledge and skills needed to advance to a Special Agent.

Trainees learn to perform standardized tasks and receive progressive assignments in one of the following Divisions:

FIELD OPERATIONS DIVISION

Field Operations – Field agents are assigned to one of our three regions:

- Northwest,
- Southwest
- Eastern.

The main regional offices are in:

- Everett
- Spokane
- Tacoma.

In addition, agents are stationed in several satellite and home offices. They conduct regulatory compliance inspections, criminal investigations, and may work undercover. Some agents in this division collect and analyze criminal intelligence information.

Field Operations Job Duties

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- Conduct administrative investigations of licensed operators and individual license holders.
- Are knowledgeable and able to interpret and apply the rules and regulations for the six primary licensed gambling activities for non-profit and commercial businesses, as well as regulations for individual gambling license holders and various unlicensed gambling activities.
- Conduct on-site visits to licensed gambling facilities at varied hours. Enforce the laws and regulations in a fair, objective, and reasonable manner.
- Review and evaluate required record keeping and internal control systems for licensed activities. Take appropriate action based on findings.
- Investigate complaints and criminal activity involving or related to gambling.
- Conduct routine and specialized inspections and reviews.
- Prepare and instruct formal and informal training programs to licensees to strive for voluntary compliance.
- Conduct investigations into various criminal activities.
- Prepare search warrants, make arrests, and testify in criminal proceedings.
- Perform inspections of the operations of gambling activities to determine compliance with applicable RCW and WAC rules.
- Review internal control systems established by licensees to determine compliance with operating policies and procedures.
- Review and evaluate record keeping systems to determine compliance with RCW and WAC rules, demonstrated by completion of records and/or financial inspections.

Criminal Intelligence Unit Job Duties

- Collect, evaluate, collate, and analyze criminal intelligence information and present findings and conclusion to appropriate management staff along with recommendations.
- Possess the ability to establish information-sharing relationships with other law enforcement agencies and personnel.

LICENSING OPERATIONS DIVISION

Financial Investigation Unit (FIU) Job Duties

FIU Special Agents are responsible for conducting pre and post licensing investigations for individuals and commercial applicants/licensees to determine qualification for licensure. FIU Special Agents:

- Analyze the ownership and financial structure of businesses to determine that all owners, officers and substantial interest holders have been properly identified and are qualified for licensure as set forth in RCW and WAC.
- Trace all funds used to start the business or to begin operations in Washington, ensuring those funds come from qualified sources.
- Analyze complex, multi-level corporations to ensure the correct business is licensed.
- Analyze commercial and nonprofit financial statements to ensure the licensee is in compliance with WAC.

Criminal History Investigations Unit (CHI) Job Duties

CHI Special Agents are responsible for conducting pre and post licensing investigations for individuals to determine qualification for licensure. CHI Special Agents:

- Analyze the criminal backgrounds of all individual license holders, owners, officers and substantial interest holders to determine qualification for licensure.

- Conduct additional research, including interviewing license applicants, reviewing court documents and obtaining information from outside law enforcement personnel/agencies.
- Assist our Tribal regulatory partners in investigations regarding Class III license holders.

NOTE: Special Agents in the Financial Investigations Unit and Criminal History Investigations Unit are Financial Investigators, and are not required to carry a weapon, participate in the agency firearms training, or attend the Basic Law Enforcement Academy.

TRIBAL AND TECHNICAL GAMBLING DIVISION

Tribal Gaming Unit Job Duties

- Work cooperatively and as partners with Tribal Gaming Agencies in the oversight and enforcement of Tribal-State compact requirements
- Develop and maintain rapport with tribal governments and their representatives.
- Obtain knowledge and understanding of federal gaming regulations with a focus on Class III activities as it relates to Tribal-State compacts.
- Conduct on-site visits to tribal casinos to perform routine and specialized inspections and reviews
- Review tribal submissions to include internal controls, game rules, etc.
- Investigate complaints.
- Complete detailed time records and other monthly reports and meet unit billable hours requirement.

OTHER GAMBLING SPECIAL AGENT DUTIES

Participate as a team member and assist in

- Conduct distributor and manufacturer audits.
- Conduct Program Reviews.
- Conduct structured informational programs and mandatory training to civic groups, local law enforcement, and new licensees.
- Provide security at Commission meetings.

NOTE: Pursuant to RCW 9.46.210, this position, under the supervision of the Commission, shall have the following powers:

1. To enforce the penal provisions of Chapter 218, Laws of 1973 1st ex.ssess. and as amended;
2. To apply for and execute all warrants and serve process of law issued by the courts in enforcing the penal provisions of this state relating to the conduct of, or participation in, gambling activities;
3. To arrest without a warrant; and
4. To perform undercover investigations.

Required Qualifications

- A Bachelor's degree involving major study in criminal justice, accounting or finance, public or business administration, or closely related field, **OR**
- Four or more years of related experience in business, auditing, accounting, law enforcement, regulatory, fraud, or investigations. **OR**

- Associates degree involving study in criminal justice, accounting or finance, public or business administration, or closely related field, **AND** a minimum of two years related experience in business, auditing, accounting, law enforcement, regulatory, fraud or investigations.
- The core competencies for all Gambling Commission employees are Communication, Relationship Building and Influence, Customer Focus, Ethics and Integrity, Diversity, Accountability, and Initiative.
- Gambling Special Agents must also have the following competencies: Analysis and Judgment, Adaptability and Flexibility, and Tact and Diplomacy.

Desirable Qualifications

- Experience in conducting regulatory investigations with other local, state, and federal agencies, and tribal governments.
- Successful completion of Basic Law Enforcement Academy
- Licensed Certified Public Accountant (CPA)
- Experience reviewing financial statements from nonprofit and commercial entities.
- Experience in obtaining, reviewing and understanding court documents from all court levels to include federal, superior, and district courts.